

**Sender's Company Name**

Sender's Address Line 1  
Sender's Address Line 2  
City, State, ZIP Code  
Phone: (123) 456-7890  
Email: sender@example.com

**Date:** June 22, 2024

**Recipient's Company Name**

Recipient's Address Line 1  
Recipient's Address Line 2  
City, State, ZIP Code

**Attention:** [Recipient's Name & Title]

Dear [Recipient's Name],

**Subject: Proforma Invoice for [Product/Service Name]**

We appreciate your interest in our products/services. As per our recent discussion, please find attached the proforma invoice detailing the terms and conditions of the proposed transaction. The invoice includes a full description of the items/services, quantities, unit prices, total amount, and our payment terms.

Kindly review the attached proforma invoice. Should you have any questions or require further clarification, please do not hesitate to contact us. We look forward to your confirmation and hope to establish a successful business relationship.

Thank you for choosing [Sender's Company Name].

Sincerely,

[Your Name]  
[Your Position]  
[Sender's Company Name]  
Phone: (123) 456-7890  
Email: sender@example.com

**Proforma Invoice**

**Invoice Number:** PI-2024-001  
**Invoice Date:** June 22, 2024  
**Bill To:** [Recipient's Company Name]  
**Contact Person:** [Recipient's Name]

Item Description	Quantity	Unit Price	Total
[Product/Service 1]	10	\$100.00	\$1,000.00
[Product/Service 2]	5	\$200.00	\$1,000.00
Subtotal			\$2,000.00
Tax (10%)			\$200.00
Grand Total			\$2,200.00

**Payment Terms:** 50% advance, balance before delivery  
**Delivery Time:** Within 14 business days after order confirmation  
**Bank Details:** [Bank Name, Account Number, SWIFT Code]

*This proforma invoice is valid for 30 days.*